

2005 VA ENVIRONMENTAL EXCELLENCE AWARDS PROGRAM GUIDANCE

1. PURPOSE. This document provides guidance for preparing and submitting nominations to the 2005 VA Environmental Excellence Awards Program. Nominations should reflect Fiscal Year 2004 environmental accomplishments.

2. ELIGIBILITY

- a. All VA personnel employed at the time of nomination will be eligible to be nominated for an award under this program.
- b. Nominations may be submitted for either individuals or any size group or facility.
- c. These awards will not be used as performance incentive awards for sustained superior achievement unless the accomplishments were part of the employee's performance standards.
- d. Nominations for the 2005 VA Environmental Excellence Awards will be submitted not later than January 5, and will cover the period October 1 to September 30 of the previous fiscal year.
- e. Only the winners of the VA Environmental Excellence Awards will be eligible to compete in the White House Closing the Circle Awards Program.

3. NOMINATION CRITERIA

a. General. Nominations must be transmitted on double-sided, recycled-content paper containing at least 30 percent postconsumer material. Nominations must not exceed 2,000 words or a total of four pages (two sheets of 8 ½ by 11" paper), not including the cover page. Mail one hard copy of the nomination package postmarked by the closing date to: Department of Veterans Affairs, Office of the Associate Deputy Assistant Secretary for Program Management and Operations (049M), 810 Vermont Avenue, Northwest, Washington, DC 20420. Where appropriate, photographs and supporting documentation (e.g., quantitative data showing reductions in waste generation, amount of green products purchased, percentage of construction and demolition debris recycled) may be submitted in excess of the two-page limit. The complete nomination package must also be e-mailed by the closing date to VACOGreen@mail.va.gov.

b. Nomination Format

(1) The nomination package must have a cover page to include the following information:

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(a) Category of Award Nomination: Specify which award category the nomination package addresses. Choose only one category, i.e., Waste/Pollution Prevention (Hazardous Waste and Non-Hazardous Solid Waste); Recycling; Green Purchasing; Environmental Management Systems; Sustainable Design/Green Buildings; Minimizing Petroleum Usage in Transportation.

(b) Title of Nomination (program/project name, e.g., Aluminum Recycling at XYZ Facility).

(c) Contact Name: Indicate a single point of contact for the nomination. Include name, title, facility name, mailing address, e-mail address, and telephone and facsimile numbers.

(d) Nominee: List the name, title, facility name, mailing address, e-mail address, and telephone and facsimile numbers of the employees performing the actual work.

(e) Location: Identify the VA facility location at which the nominated work was performed.

(f) VA Facility Director: List the name, title, facility name, mailing address, e-mail address, and telephone and facsimile numbers of the director of the VA facility at which the nominated work was performed.

(2) The first page of the nomination shall begin with a 150-200 word summary describing the project and the improvements or benefits resulting from the project.

(3) The remaining pages shall address each of the evaluation criteria listed in paragraph 4.a Evaluation Criteria and clearly identify accomplishments in one of the following activities related to Executive Orders 13101, 13148, or 13149, as described in Attachment A.

(a) Waste/Pollution Prevention (Hazardous Waste and Non-Hazardous Solid Waste)

(b) Recycling

(c) Green Purchasing

(d) Environmental Management Systems

(e) Sustainable Design/Green Buildings

(f) Minimizing Petroleum Usage in Transportation

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c. Nomination Process

(1) VA employees may submit a nomination for themselves, a peer, supervisor, or any size VA group or organization. Nominations must be submitted to the facility director or other designated key official for concurrence.

(2) Nominations should include consolidated achievements of a particular individual or group. Achievements accomplished by a group should be nominated as a group and not individually for the same accomplishments.

4. EVALUATION CRITERIA AND PROCESS

a. Evaluation Criteria. The following criteria must be addressed and will be used as a guide to evaluate nominations submitted under each of the specified categories:

(1) Does the project involve the use of innovative approaches, techniques, and technologies? That is, does the project represent something that is not well demonstrated or proven for the category under which you are submitting your nomination? Please describe.

(2) Is the project cost effective when considering life cycle costs? Describe actual cost savings, revenue generated, and costs avoided, including the means by which the foregoing was determined. Also, describe any other tangible benefits, such as improved health and safety or reduced waste.

(3) Does the project have an internal education or outreach component designed to promote the goals of your project at the facility or within VA or to promote partnerships with the local community, another Government agency, a non-Governmental agency, private industry, or other entity outside your facility? Please describe.

(4) Were performance measures or goals identified to determine the success of the project? If so, describe them and indicate if they were met or exceeded.

b. Evaluation Process

(1) Heads of Administrations, Assistant Secretaries, and other Key Officials may develop and implement a mechanism for evaluation of individual and group environmental nominations for submission to the Office of Acquisition and Materiel Management (OA&MM), Office of the Associate Deputy Assistant Secretary for Program Management and Operations (049M). In the absence of other mechanisms, the facility director shall submit nominations directly to OA&MM (049M).

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(2) A subcommittee of the VA Environmental Council will meet to evaluate nominations when requested by the VA Environmental Executive (VA EE) or the Associate Deputy Assistant Secretary for Program Management and Operations, OA&MM (049M). The subcommittee will select and recommend award winners to the VA Environmental Executive (VAEE) for final selection.

(3) The awards categories and evaluation criteria may be changed by the VA EE to meet the needs of the Department or the requirements of external environmental managers, e.g., Office of the Federal Environmental Executive. Any revisions will be issued as part of the annual call for nominations.

5. RECOGNITION MECHANISM. Award winners will be recognized, and awards will be presented as appropriate on an annual basis by the VA Environmental Executive, Assistant Secretary for Management (004). In addition to the Department-level recognition and awards, the award winner's facility or staff office director is encouraged to promote this program and recognize the achievements of the award winner for the various recognition categories through that facility's or staff office's regular mechanism (awards ceremony, newsletter, special notices, etc.).

2005 VA ENVIRONMENTAL EXCELLENCE AWARDS PROGRAM CATEGORIES

Waste/Pollution Prevention (Hazardous Waste and Non-Hazardous Solid Waste):

This category recognizes the best examples of how VA facilities and organizations prevent pollution through source reduction and how they protect natural resources through conservation or increased efficiency in the use of energy, water, or other materials. Source reduction reduces the amount of both hazardous and non-hazardous solid waste to be disposed. Source reduction reduces exposure of the public to health hazards posed by environmental pollutants. It also reduces the amount of hazardous and non-hazardous substances, wastes, pollutants, or contaminants that would otherwise enter waste streams or be released to the environment, e.g., air emissions. For the purposes of this category, source reduction does not include the recycling of non-hazardous waste. Source reduction includes equipment or technology modifications; process or procedure modifications; reformulation or redesign of products; substitution of raw materials; and improvements in housekeeping, maintenance, training, or inventory control. Nominations should be limited to projects that are operational.

Recycling

This category recognizes outstanding and innovative activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream at a VA facility for use in the manufacture of new products (other than fuel for producing heat or power by combustion).

Green Purchasing

This category recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products or services at a VA site, facility, or operation. For recycled content products, this award category focuses on, but is not limited to, those products designated in the U.S. Environmental Protection Agency Comprehensive Procurement Guideline (CPG). For environmentally preferable products, this award category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services. For biobased products, this award category focuses on acquiring, using, or validating products or services proposed by the U.S. Department of Agriculture (adhesives; construction materials and composites; fibers, paper, and packaging; fuel additives; landscaping materials and compost; lubricants and functional fluids; plastics;

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paints and coatings; solvents and cleaners; sorbents; and vegetable oil inks). A “biobased product” is defined as a commercial or industrial product (other than food or feed) that utilizes biological products, or renewable domestic agricultural (plant, animal, and marine) or forestry materials.

To be eligible under the Green Purchasing category, the nomination must indicate whether the facility has a local Affirmative Procurement Plan in place or follows the Department-level Affirmative Procurement Plan (VA Directive and Handbook 0052), regardless of whether the nomination focuses on recycled content, environmentally preferable, or biobased products or services.

Environmental Management Systems

This category recognizes the most effective and innovative programs to implement Environmental Management Systems (EMS) at VA facilities in accordance with Executive Order (EO) 13148, Greening the Government Through Leadership in Environmental Management. Implementation of a VA facility level EMS shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations; use and disposal of final products services; material and energy usage and waste; environmental, health, and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision-making.

Sustainable Design/Green Buildings

This category recognizes the most innovative VA sustainable building design and green building projects. Nominations should be limited to projects that have been completed, are under construction, or have completed the planning process and have been awarded to a successful offeror and should address all facets of a structure/projects life cycle, i.e. encompass project design, energy efficiency, and building operations. Each nomination should highlight the cost-effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of VA facilities. Sustainable design and construction of green buildings considers the environmental, economic, and social impacts of a construction project as an integrated whole. It applies to the life cycle of a building – design, construction, operation, maintenance and deconstruction – and involves consideration of how the construction of a building promotes environmental quality, wellness of building occupants, economic vitality, and social benefit.

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Minimizing Petroleum Use in Transportation

This category recognizes programs, practices and procedures implemented in a VA fleet that results in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle or NEV acquisition and use; or any other methods the fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of Executive Order 13149, "Greening the Government Through Federal Fleet and Transportation Efficiency."